



CITY OF PULLMAN

Public Works and Planning Departments

325 S.E. Paradise Street, Pullman, WA 99163
(509) 338-3220 or (509) 338-3213 Fax (509) 338-3282
www.pullman-wa.gov

MEMORANDUM

TO: AFFECTED BUILDERS, CONTRACTORS, AND ENGINEERS

FROM: MARK D. WORKMAN, PE *MW*
GREGORY E. COLVIG, CBO *GC*

RE: PLAN SUBMITTALS

DATE: November 21, 2005

To increase efficiency and reduce confusion, the Public Works Department has established the following guidelines for plan submittal. The Public Works Department is available to answer any questions about this policy by phone at (509) 338-3220 or (509) 338-3213.

ACCEPTABLE PLAN SIZES

Structure/Item to be permitted:	Required No. of Copies*	Minimum Size:	Maximum Size:	Minimum Scale:
Site Plans	5	8½" x 11"	24" x 36"	1" = 40'
Construction Drawings (preliminary)†	3	11" x 17"	24" x 36"	1" = 40'
Construction Drawings (final)	3 + 1 archive reproducible	11" x 17"	24" x 36"	1" = 40'
Grading Plans†	4	11" x 17"	24" x 36"	1" = 40'
Single-family or duplex	2	11" x 17"	24" x 36"	1/4" = 1'
Multi-family (triplex or larger)	3	24" x 36"	30" x 42"	1/8" = 1'
Industrial structures	3	24" x 36"	30" x 42"	1/8" = 1'
Commercial structures	3	24" x 36"	30" x 42"	1/8" = 1'

*Additional sets may be required.

†Exceptions to plan sizes may be approved by the reviewing official.

All plans must be submitted in paper format; electronic submission is not allowed.
Mirror-image plans will not be accepted.